

GISCorps Conference Call - Tuesday December 20th, at 3:00 PM EST

Present: Juna Papajorgji, Shoreh Elhami, Wendy Francis, Chris Dionne, Frank Chang, Mark Salling

1. **Welcoming new CC members:** Mark Salling and Frank Chang are the Core Committee's newest members. Welcome Frank and Mark!
2. **Trademark Status & Financial Activities:** (Chris) – No updates on the trade mark status. The financial report as of the end of November 2005 reflects the following:

Total expenses: \$9,311.74
Total Contributions: \$43,744.51
Balance: \$34,432.77

Chris sent 2005's donation file to Shoreh and she will combine that with the previous file and will then provide a complete list to Juna to update the donation web page. The majority of the donors who had sent their donations for Katrina fund have agreed to transfer those funds to the unrestricted account. Chris will contact the remaining donors again.

3. **CC Organizational:**
 - **Policy Approval by the Board** – Shoreh reported that URISA Board of Directors approved the Policy document at its December 7th meeting.
 - **Strategic Plan (SP), Operational Plan (OP), and Standard Operation Procedure Manual (SOPM)** – Now that the Policy document is approved, it's time to work on SP, OP and SOPM documents. Mark said that there is a document called Strategic Plan on the web site already and Shoreh explained that the SP document on the web was created prior to the Policy document and that it will be replaced by the new SP. Martha had volunteered to work on these documents at our previous calls. However, since she was not present at the call, we would have to confirm that with her at the next meeting.
 - **Sub-committees, their responsibilities/tasks** – Shoreh stated that she had worked on a draft document that included a list of new sub-committees and their tasks and responsibilities. She said that she would email it to everyone (she did that right after the call). The list included five sub-committees; 1) Organizational, 2) Website/Outreach, 3) Partnership, 4) Recruitment/Screening, and 5) Fundraising/Grant writing. She asked the members to review the list and provide feedback. She also assigned each sub-committee to an existing CC member which is also a tentative assignment and subject to change.
 - **Free Workshop** – At our face to face meeting in Kansas City, we talked about designing a workshop on volunteering. The workshop could include sections on volunteering abroad (both for disaster and non disaster related missions) as well as in the US and Canada for disaster related missions. It was the consensus of the committee that this workshop

should be free and also eventually available on the web site. The length of the workshop will be determined after all the material is collected. It is important that every volunteer would take this course and sign off on that before they are deployed. The content of the workshop could also materialize into multiple manuals for various missions. Wendy indicated that in order to get approval from the Workshop Committee we should submit the material to them as soon as possible. As URISA workshop deadlines maybe tight, it was agreed that one way to go could be to not make it a URISA workshop till next year.

4. **Web site update:** (Wendy) – Wendy reported that the server has been sent to URISA HQ office. The design template is approved now and it has been decided to out-source the remainder of the design work. As for an estimate for migrating GC's web site to URISA's server, the timing is not clear yet, however, it should be in the near future. We discussed all the additional functions and additions that we would like to see in GC's web site and Juna suggested and everyone agreed that we could out-source these services as well. Juna will place a list of desired functions and services on the twiki and others will add to that list.
5. **GISP Credit for GC Volunteers and letter:** (Martha) – Shoreh talked to Scott and he said that the Oversight Committee of GISCI will be looking into our request in their upcoming meeting. Martha had volunteered to write a letter to the OC and Scott indicated that the letter would still be needed. Martha was absent and therefore we were unable to obtain any updates on this matter.
6. **Deployment related news:** (Juna)
 - Medical Mission Exchange – Juna motioned that the MMEX project is now completed. She said that the team will write a final report which can then become an article for the newsletter. Mark asked if we ask all the volunteers and partner agencies to provide feedback to us. Shoreh said that it has been mostly unofficial except for Katrina volunteers. For that mission, Nigel designed a feedback form which was then put into a report. Everyone agreed that we should have an online feedback form. Juna suggested that just like the rest of the information, the feedback from would also be connected to a database.
 - GSDI projects – The project is finalized now and GC will be working on six projects in six different countries; Namibia, Armenia, Kenya, Hungary, Mali, and Marshall islands. The first three projects will take advantage of \$2,500 worth of GC volunteers' services and the last three projects will receive up to \$2,000 voluntary services from GC volunteers in addition to GSDI's \$2,500 grants.
 - Orangutan Foundation International (OFI) – There has been no news from OFI.
7. **Other:**
 - Summit in Washington D.C. – At our last month's call, Wendy suggested the idea of having a Summit in DC and everyone thought that it was a great idea since we could meet multiple entities in one place and explore various partnership possibilities with them.

We then discussed the format, duration and the list of invitees. Shoreh suggested a meeting that would consist of presentations by CC members on GC and what it has accomplished so far (may be for 1 to 1.5 hours) and then another 1 to 1.5 hours of round table discussion on the type of partnerships and projects that others may be interested in getting us involved with. We talked about contacting several entities before hand to see if they would be willing to share their projects and perhaps how GC volunteers could help them. Everyone agreed that we should keep the list small. Each CC member will use the twiki (Shoreh has created a page for this purpose) to post which organizations should be invited along with contact person's names. No time was set for the meeting.

- Report from meeting with GITA – Martha was absent but Wendy said that apparently GITA is no longer interested in working with GC on any projects.
- GC Contact for DHS/FEMA – Ed had sent an email a while back about his meeting with DHS/FEMA people and their interest in working with GC on mutual interests. Shoreh had expressed interest in spearheading that effort. However, since Ed was not present at the call, no further information was available. Ed indicated in an email that was sent prior to the meeting that he will send us more information at a later date.
- Workshop on Volunteering – see above under Free Workshop
- Final Auction Results – Chris said that the final tally is not complete yet; however, the total sale is over \$1,000 now. We will post the result on the web site as soon as the figures are finalized. A thank you letter will be sent to the donors of auction items.
- Video tape review – Allen Ibaugh's company had sent us a prototype CD of our video clips and we are waiting on the second set of clips so we can select the final set.
- Shoreh said that she would like to send out a newsletter to FOG and Volunteers before the end of the year. Juna indicated that she should be able to provide her with a summery on GSDI and MMEX project by then. Shoreh will include a summery of all 2005 missions in the newsletter.

The call ended at 4:30 PM.